Unit 5 Study Guide Business and Technology

#### Part 1 Agree or Disagree

**Directions** Indicate whether you agree or disagree with each of the following

statements by placing a check mark in the column at the right. ***Agree Disagree***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | The physical elements of a computer system are called the hardware. | \_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_ |
| 2. | Computer language uses a system of letters, words, numbers, and symbols. |  |  |  |
| 3. | Displaced workers are those who have been transferred to a new location. |  |  |  |
| 4. | Despite advances in technology, robots exist only in science fiction movies. |  |  |  |
| 5. | A company’s private computer network is called an intranet. |  |  |  |
| 6. | Videoconferencing allows people in different locations to “meet” by satellite. |  |  |  |
| 7. | The keyboard is the control center of a computer system. |  |  |  |
| 8. | Thieves who get information online about a person commit identify theft. |  |  |  |

#### Part 2 Completion

**Directions** In the Answers column, write the word or words needed to complete each of the following sentences.

1. The (?) is the largest and best-known computer network in the world. 9.
2. Programs that perform specific tasks, such as accounting, are known as (?). 10.
3. Conducting business using the Internet or other technology is called (?). 11.
4. The use of (?) allows computers to reason, learn, and make decisions. 12.
5. Workers who are involved in (?) use a computer at home to do their job. 13.
6. A (?) is code hidden in a system that can damage software or stored data. 14.

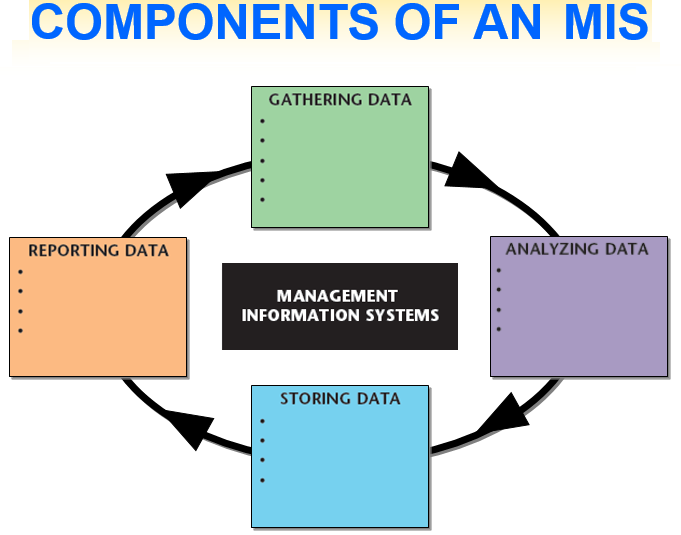
#### Part 3 Matching

**Directions** In the Answers column, write the letter that represents the word, or group of words, that correctly completes the statement.

1. Using technology to create product styles and designs A. spreadsheet software 15.
2. Programs that help solve technical problems B. piracy 16.
3. Software that performs calculations C. operating system software 17.
4. Translates commands and allows application programs to interact with the computer’s hardware

D. computer-aided design 18.

1. Stealing or illegally copying software or information E. expert system 19.
2. Stores data such as account balance and credit history F. smart card 20.

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#### Part 5 Step By Step MANAGEMENT INFORMATION SYSTEMS

*Directions: Label the following tasks in the correct order.*

\_\_\_\_ Update data files as needed.

\_\_\_\_ Obtain facts, figures, and other data.

\_\_\_\_ Distribute information reports to those who make decisions.

\_\_\_\_ Identify the information needs of the organization.

\_\_\_\_ Process, analyze, and organize data in a useful manner.

#### Part 6 Matching MANAGEMENT INFORMATION SYSTEMS INFORMATION

**A** - Financials **B** - Production & Inventory **C** - Marketing & Sales **D** - Human Recourses

1. \_\_\_\_Customer needs, economic conditions, competitors
2. \_\_\_\_Budgets, sales reports, financial statements
3. \_\_\_\_Production summaries, tools / supplies, finished good reports
4. \_\_\_\_Salaries, employee benefits, employee evaluations

#### Part 5 Notes MANAGEMENT INFORMATION SYSTEMS

**TECHNOLOGY IN SERVICE INDUSTRIES**

**Public Service**



**Educational Institutions**



**Health Care Facilities**

**Financial Services Industries**

#### Part 6 FILL IN THE BLANK

Mechanical devices programmed to do routine tasks are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

An illegal act performed by office or professional workers while at work is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Robots never get tired or bored, and robots can work in situations that are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer programs that help people solve technical problems \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workers who are unemployed because of job changing conditions.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The ability to use computers to process info or solve problems. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brings people together Face-to-face while miles away from each other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Part 7 Matching BASIC COMPUTER SHORTCUTS

|  |  |
| --- | --- |
| **Shortcut Keys** | **Description or Function** |
|  | File menu options in current program. |
|  | Edit options in current program |
|  | Universal Help in almost every Windows program. |
|  | Select all text. |
|  | [Cut](http://www.computerhope.com/jargon/c/cut.htm) selected item. |
|  | [Copy](http://www.computerhope.com/jargon/c/copy.htm) selected item. |
|  | [Paste](http://www.computerhope.com/jargon/p/paste.htm) selected item. |
|  | Goes to beginning of current line. |
|  | Goes to beginning of document. |
|  | Goes to end of current line. |
|  | Goes to end of document. |
|  | Highlights from current position to beginning of line. |
|  | Highlights from current position to end of line. |
|  | Moves one word to the left at a time. |
|  | Moves one word to the right at a time. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ctrl + A** | **Ctrl + C** | **Ctrl + X** | **Ctrl + V** | **Ctrl + Left arrow** |
| **Ctrl + End** | **Home** | **End** | **Ctrl + Home** | **Ctrl + Right arrow** |
| **F1** | **Alt + E** | **Alt + F** | **Shift + End** | **Shift + Home** |

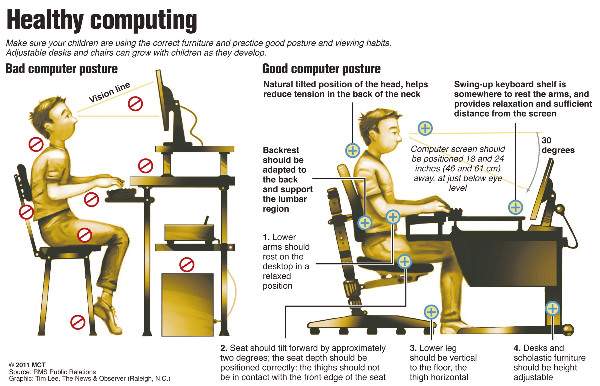
**Activities**

1. With more and more personal and confidential information being stored in computer files and databases, the crime of identity theft has become a growing concern. If thieves are able to obtain enough personal information about you, they can apply for credit accounts in your name and even withdraw money from your bank accounts. They can and have ruined the credit ratings of innocent people, and the damage sometimes has taken years to undo.

Conduct research on the topic of **IDENTITY THEFT**, and locate at least three recent articles.   
Using Word or Publisher, prepare a **brochure** that provides up-to-date information about the crime of identity theft and advises consumers on ways to protect themselves from becoming a victim.

1. Numerous health issues and concerns have arisen as a result of the shift to a more technology-oriented workforce. Find several articles that deal with the health-related issues of working on a computer.

Create a **flyer** to list the major health concerns and suggest ways that they might be alleviated.   
For example, poor posture or back pain could be the result of a poorly adjusted chair.   
The solution could be as simple as adjusting the height of the chair or purchasing a newer, more ergonomically designed chair. See Sample Below for Ideas

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1. Technology has become so much a part of our everyday lives that often we fail to even think about all of the things we are able to do more easily and efficiently thanks to advances in technology.   
   Create a **PowerPoint Presentation** listing/describing the everyday activities that are made easier by technology. Then play devil’s advocate and create a list of Con’s related to the technology.